

State of Hawaii  
Department of Education

Leeward District

**Request for Proposals**

**EDN RFP No. F05-008**

**Alternative Learning Center for the  
Leeward District of the Department of  
Education**

January 19, 2005

**Important Note:**

If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an [RFP Interest form](#) may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

January 19, 2005

## REQUEST FOR PROPOSALS

### ALTERNATIVE LEARNING CENTER FOR THE LEEWARD DISTRICT OF THE DEPARTMENT OF EDUCATION

EDN RFP No. F05-008

The Leeward District (LD) of the Department of Education (DOE), is requesting proposals from qualified Providers of alternative education services for eligible LD students. The contract term will be from July 1, 2005 through June 30, 2006.

Copies of this RFP may be obtained at the DOE Procurement and Contracts Branch, Waipahu Civic Center, 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797 or from the SPO website: <http://www2.hawaii.gov/spoh/rfps.htm>

LD will conduct an orientation meeting on **January 27, 2005**, from 9:00 a.m. to 10:00 a.m. Hawaii Standard Time (HST), at 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is **February 16, 2005** at 2:00 p.m. H.S.T. All written questions will receive a written response from the State on or about March 9, 2005.

Proposals shall be mailed and postmarked by the United State Postal Service on or before **April 11, 2005**, or hand delivered no later than 2:00 p.m., H.S.T., **April 11, 2005** to 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

Program related inquiries regarding this RFP should be directed to Mamo Carreira, at 601 Kamokila Blvd, #418, Kapolei, Hawaii 96707, or by telephone to (808) 692-8000. Administrative inquiries should be directed to the DOE Procurement at 94-275 Mokuola St, Room 200, Waipahu, Hawaii 96797 or by telephone to (808) 675-0130.

## **PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET**

<b>ONE ORIGINAL AND TWO COPIES OF THE PROPOSAL ARE REQUIRED</b>
---

**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE  
(USPS) NO LATER THAN  
April 11, 2005**

**All Mail-ins**

Department of Education  
Procurement and Contracts Branch  
Waipahu Civic Center  
94-275 Mokuola Street, Room 200  
Waipahu, Hawaii 96797

**DOE RFP COORDINATOR**

For further info or inquiries

Program related inquiries or info:  
Mamo Carreira  
Phone: (808) 692-8000

Administrative related inquiries or info:  
DOE Procurement and Contracts Branch  
Phone: (808) 675-0130

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL  
2:00 p.m. H.S.T., April 11, 2005.**

**Drop-off Sites**

For applicants located on Oahu:

Department of Education  
Procurement and Contracts Branch  
Waipahu Civic Center  
94-275 Mokuola Street, Room 200  
Waipahu, Hawaii 96797

**BE ADVISED:** All mail-ins postmarked by USPS after April 11, 2005, will not be accepted for review and will be returned.

**Hand deliveries will NOT be accepted after 2:00 p.m., April 11, 2005.**

**Deliveries by private mail services such as Fedex shall be considered hand deliveries and will NOT be accepted if received after 2:00 p.m., April 11, 2005.**

# RFP Table of Contents

## Section 1 Administrative Overview

I.	Authority .....	1-1
II.	RFP Organization.....	1-1
III.	Contracting Office .....	1-1
IV.	Procurement Timetable.....	1-2
V.	Orientation .....	1-2
VI.	Submission of Questions .....	1-2
VII.	Submission of Proposals .....	1-3
VIII.	Discussions with Applicants .....	1-5
IX.	Opening of Proposals.....	1-5
X.	Additional Materials and Documentation.....	1-5
XI.	RFP Amendments .....	1-5
XII.	Final Revised Proposals.....	1-5
XIII.	Cancellation of Request for Proposal .....	1-5
XIV.	Costs for Proposal Preparation.....	1-6
XV.	Provider Participation in Planning.....	1-6
XVI.	Rejection of Proposals .....	1-6
XVII.	Notice of Award.....	1-6
XVIII.	Protests.....	1-7
XIX.	Availability of Funds .....	1-7
XX.	Monitoring and Evaluation .....	1-7
XXI.	General and Special Conditions of Contract.....	1-8
XXII.	Cost Principles .....	1-8

## Section 2 Service Specifications

I.	Introduction.....	2-1
A.	Overview, purpose or need .....	2-1
B.	Description of the goals of the service.....	2-2
C.	Description of the target population to be served .....	2-2
D.	Geographic coverage of service.....	2-3
E.	Probable funding amounts, source, and period of availability.....	2-4
II.	General Requirements.....	2-4
A.	Specific qualifications or requirements, including but not limited to licensure or accreditation.....	2-4
B.	Secondary purchaser participation.....	2-4
C.	Multiple or alternate proposals .....	2-4
D.	Single or multiple contracts to be awarded.....	2-4
E.	Single or multi-term contracts to be awarded .....	2-5
F.	RFP contact person .....	2-5
III.	Scope of Work .....	2-6
A.	Service Activities.....	2-6
B.	Management Requirements (Minimum and/or mandatory) .....	2-11
IV.	Facilities.....	2-18

### **Section 3 Proposal Application Instructions**

I.	Program Overview .....	3-1
II.	Experience and Capability .....	3-2
A.	Necessary Skills .....	3-2
B.	Experience .....	3-2
C.	Quality Assurance and Evaluation .....	3-2
D.	Coordination of Services .....	3-3
E.	Facilities .....	3-3
III.	Project Organization and Staffing .....	3-4
A.	Staffing .....	3-4
B.	Project Organization .....	3-4
IV.	Service Delivery .....	3-5
V.	Financial .....	3-7
A.	Pricing Structure .....	3-7
B.	Other Financial Related Materials .....	3-8
VI.	Other .....	3-8
A.	Litigation .....	3-8

### **Section 4 Proposal Evaluation**

I.	Introduction .....	4-1
II.	Evaluation Process .....	4-1
III.	Evaluation Criteria .....	4-1
A.	Phase 1 - Evaluation of Proposal Requirements .....	4-1
B.	Phase 2 - Evaluation of Proposal Application (100 Points) .....	4-2
C.	Phase 3 - Recommendation for Award .....	4-5

### **Section 5 Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Incident Notification
- D. Final Report
- E. Rate and Cost Proposal Worksheet
- F. Federal Certifications

# **Section 1**

## **Administrative Overview**

# Section 1

## Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

### I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

### II. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview***--Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications***--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions***--Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation***--Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments*** --Provides applicants with information and forms necessary to complete the application.

### III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

#### **State of Hawaii**

Department of:	Education	
Office:	Leeward District	
Section:	n/a	
Address:	601 Kamokila Boulevard #418	
	Kapolei, Hawaii 96707	
Contract Administrator:	Ms. Mamo Carreira	
Phone (808)	692-8000	Fax: (808) 692-7899

#### IV. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	1/19/2005
Distribution of RFP	1/19/2005
RFP orientation session	1/27/2005
Closing date for submission of written questions for written responses	2/16/2005
State purchasing agency's response to applicants' written questions	3/9/2005
Discussions with applicant prior to proposal submittal deadline (optional)	n/a
Proposal submittal deadline	4/11/2005
Discussions with applicant after proposal submittal deadline (optional)	n/a
Final revised proposals (optional)	n/a
Proposal evaluation period	4/11/2005 – 5/5/2005
Provider selection	5/11/2005
Notice of statement of findings and decision	5/25/2005
Contract start date	7/1/2005

#### V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

**Date:** January 27, 2005      **Time:** 9:00 a.m. – 10:00 a.m.  
**Location:** 94-275 Mokuola Street, Room 200, Waipahu, Hawaii, 96797

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

#### VI. Submission of Questions

Applicants may submit questions to the Administrative RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Department responses to applicant written questions will be posted as an addendum to the RFP, and can be viewed after the response date identified below, by clicking on the RFP website: <http://www2.hawaii.gov/spoh/rfps.htm>



Deadline for submission of written questions:

**Date:** February 16, 2005 **Time:** 2:00 p.m. HST

State agency responses to applicant written questions will be provided by:

**Date:** March 9, 2005

## VII. Submission of Proposals

**A. Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: [www.spo.hawaii.gov](http://www.spo.hawaii.gov), click *Procurement of Health and Human Services and For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** – If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers and Provider Lists...The List of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.
6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

If a tax clearance is required at time of proposal submittal and is not submitted, a proposal otherwise responsive and responsible shall be rejected.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at [www.hawaii.gov/tax/tax.html](http://www.hawaii.gov/tax/tax.html).

- B. Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet.
- E. Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/HRS\\_0103-0055.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm)

*Certification will be required at time of contract award.*

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

**Note that price is not considered confidential and will not be withheld.**

## VIII. Discussions with Applicants

**A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

**B. After Proposal Submittal Deadline -** Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

## IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

#### **XIV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

#### **XV. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

#### **XVI. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith.  
(Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

#### **XVII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XVIII. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the DOE Procurement and Contracts Branch and the procurement officer who is conducting the protested procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

### **DOE Procurement and Contracts Branch**

---

Mailing/Business Address: 94-275 Mokuola Street  
Waipahu, HI 96797

### **Procurement Officer:**

---

Name/Title: Mamo Carreira, Complex Area Superintendent  
Mailing/Business Address: 601 Kamokila Boulevard, #418  
Kapolei, Hawaii 96707

### **Head of State Purchasing Agency:**

---

Name/Title: Patricia Hamamoto, Superintendent  
Mailing Address: P.O. Box 2360  
Honolulu, Hawaii 96804  
Business Address: 1390 Miller Street  
Honolulu, Hawaii 96813

## **XIX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

## **XX. Monitoring and Evaluation**

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures

- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

## **Section 2**

# **Service Specifications**

## Section 2

### Service Specifications

#### I. Introduction

##### A. Overview, purpose or need

*The Hawaii Department of Education (DOE) administers the statewide system of public schools. The scope of educational programs and services of the public schools encompasses grades kindergarten through twelve, and such pre-school programs and community/adult education curricula as may be authorized. In addition to regular programs of instruction and support services, the DOE offers special programs and services for students who are disabled, gifted, learning English as a second language, economically and culturally disadvantaged, school-alienated, or institutionally confined. Applicable Federal and State statutes and regulations govern the provision of some behavioral health services (i.e., 34 C.F.R. Section 300 and Hawaii Administrative Rules (HAR) Chapters 53 and 56).*

*In accordance with the Individuals with Disabilities Education Act (IDEA) and Section 504 – Subpart D of the Rehabilitation Act of 1973 (as amended in 1974), the Department strives to provide a free appropriate education (FAPE) for students with educational disabilities in the least restrictive environment (LRE). The DOE recognizes the need for a full array of continuum of alternate placements along the least restrictive environment (LRE) continuum.*

*The purpose of this request for proposal (RFP) is to solicit private providers of Alternative Learning Center (ALC) programs, able to assist students in meeting the requirements of the Hawaii Content and Performance Standards II (HCPS II), the high school graduation requirements, and the General Learner Outcomes (GLO). Interested providers need to develop appropriate academic proficiencies, social behaviors and emotional competencies of the referred students through alternative educational and behavioral health services, with the intent of assisting students to return to their regular school campus.*

*The DOE anticipates the need to develop contracts to augment services provided by DOE employees in the provision of a variety of intervention and treatment services that reflect the Comprehensive Student Support Services (CSSS) educational model.*



*The CSSS educational model is a strengths-based, multidisciplinary team decision-making model focusing on learning and personal development. It is based upon the understanding that an individual's capacity to meet expectations is the result of unique inherent characteristics and previous learning opportunities. It promotes the early identification of new learning opportunities to further increase the social, emotional and behavioral repertoire of students.*

*The DOE upon evaluating all responsive and responsible Proposals will select and award the contract determined to be the most advantageous. Refer to Section 4 – Evaluation for a detailed explanation of the evaluation criteria.*

## **B. Description of the goals of the service**

*As part of an integrated programmatic approach, these services are designed to provide the personalized support necessary to enable students to successfully engage in a standards-based education. The primary goal is to remove barriers to learning through the provision of academic and behavioral health services to students, emphasizing the development of skills necessary to meet the social, emotional and behavioral demands of academic learning and the school community environment.*

*Intervention and treatment services provided are to be integrated with DOE employee-provided or contracted services in order to ensure timely and appropriate access to a full array of educational and behavioral services that are organized in a coordinated and collaborative manner in an accountable, cost effective, performance-based system for providing services to assist all students to achieve.*

### *Program Objectives and Description:*

- 1) To develop appropriate social behaviors and emotional competencies of the referred students.*
- 2) To enable the students to meet the requirements of the Hawaii Content and Performance Standards II (HCPS II), General Learner Outcomes, and the high school graduation requirements.*
- 3) To enable students to return to their regular school program*

## **C. Description of the target population to be served**

*Students in middle, intermediate and high school, identified as at-risk are referred to the program for servicing or if the student's behavior and actions jeopardize the safety and well-being of other students on the regular school campus. The placement of a student in the program is determined by either of two Leeward District Complex Area Superintendents (CAS).*

*The number of identified students requiring services will vary, but number on average twenty-eight (28) per day for the Leeward District.*

*Students who are eligible for the services described in this RFP meet one or more of the following criteria:*

- 1. The student is school-alienated and requires an alternative education program in an off-campus setting;*
- 2. The student's behavior violates established rules of the DOE, State or local criminal laws as described in HAR sections 8-19-1 through 8-19-26, of Chapter 19, Student Misconduct, Discipline School Searches and Seizures, Reporting Offenses, police Interviews and Arrests, and Restitution for Vandalism and Negligence;*
- 3. The student has an Individual Education Plan (IEP) or is suspected of having a disability described in HAR Sections 8-56-16 to 8-56-29 or needs special education and related services because of the disability;*
- 4. The student has a modification plan (MP) developed under criteria described in HAR Sections 8-53-1 through 8-53-38, that is, a student eligible for services under Chapter 53 (Section 504) criteria;*
- 5. The student is currently exhibiting severe social, emotional, or behavioral deficits and is in need of behavioral or mental health services in order to benefit from their free and appropriate public education or*
- 6. The student by the nature of their actions, misconduct and/or disability requires unique and intensive educational programming.*

#### **D. Geographic coverage of service**

*The services are to be provided for eligible students enrolled in one of the following Leeward District Secondary Schools:*

<i>Complex</i>	<i>School Name</i>
<i>Campbell</i>	<i>Ilima Intermediate James Campbell High</i>
<i>Kapolei</i>	<i>Kapolei Middle Kapolei High</i>
<i>Nanakuli</i>	<i>Nanakuli High and Intermediate</i>
<i>Pearl City</i>	<i>Highlands Intermediate Pearl City High</i>
<i>Waianae</i>	<i>Waianae Intermediate Waianae High</i>
<i>Waipahu</i>	<i>Waipahu Intermediate Waipahu High</i>

**E. Probable funding amounts, source, and period of availability**

*It is expected that State funds will be used to support these services.*

*Funding is subject to availability. It is expected that the current level of funding in the amount of approximately \$180,000 will be allocated for this contract period.*

**II. General Requirements****A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), found on the SPO website <http://www.spo.hawaii.gov>

Click on *Procurement of Health and Human Services*

Click on *For Private Providers*

Click on *Forms*

Click on *Budget Application Forms for Requests for Proposals*

Applicant must hold an appropriate certification or license to practice independently, for those activities restricted by licensure laws, or ensure and demonstrate the availability of appropriate supervision.

**B. Secondary purchaser participation**

(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

The secondary purchaser will execute a separate contract.

**C. Multiple or alternate proposals**

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

**D. Single or multiple contracts to be awarded**

(Refer to §3-143-206, HAR)

☒ Single ☐ Multiple ☐ Single & Multiple

*Contract shall be awarded to the Proposal earning the highest score, providing that the Proposal earns at least 70 points. If a Proposal does not score at least 70 points, the Proposal will be considered non-responsive and will not be considered for award.*

**E. Single or multi-term contracts to be awarded**

(Refer to §3-149-302, HAR)

☐ Single term ( $\leq 2$  yrs)☒ Multi-term ( $> 2$  yrs.)

Contract terms are:

Initial Term of Contract	<i>One (1) year</i>
Length of each extension	<i>One (1) year</i>
Number of possible extensions	<i>Two (2) extension</i>
Maximum length of contract	<i>Three (3) years</i>
Initial period	<i>Shall commence on the contract start date</i>
Conditions for extension	<i>Extension must be in writing, and is contingent upon potential changes to DOE's approach to service delivery, availability of funding beyond first year, and upon mutual agreement</i>

**F. RFP contact person**

The individual(s) listed below are the sole point(s) of contact from the date of release of this RFP until the selection of the successful provider or providers. Written questions should be submitted to the Administrative RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

Program related issues:

*Ms. Mamo Carreira  
State of Hawaii  
Department of Education  
Complex Area Superintendent  
601 Kamokila Boulevard #418  
Kapolei, Hawaii 96707  
Phone: (808) 692-8000 Fax: (808) 692-7899  
e-mail: Mamo\_Carreira@notes.k12.hi.us*

Administrative issues & submittals (ex: Written Question, Interest Forms, etc.):

*Tammy Keller  
State of Hawaii  
Department of Education  
94-275 Mokuola Street, Room 200  
Waipahu, Hawaii 96797  
Phone: (808) 675-0130 Fax: (808) 675-0133  
e-mail: Tammy\_Keller@notes.k12.hi.us*

### III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

#### A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

*Applicant is the entity or agency that submits a Proposal under this RFP. The Contractor is the Applicant submitting the most advantageous Proposal that will ultimately enter into an Agreement with the DOE under this RFP. Services required by the Department and the Contractor that provides services may be referred to as the Program. Hereinafter, Applicant, Contractor and Program are used interchangeably, but refer to the Provider of the proposed or actual services.*

*Contractor is to provide an alternative education program for an average of 28 identified Leeward Oahu students a day for the period of the Contract, following the official School Calendar for regular and multi-track schools in the Leeward District. The identified students may be regular, 504, or certified special education students.*

*Contractor shall provide a structured educational learning environment with integrated educational and behavioral health services for students experiencing serious emotional/behavioral disturbances that interfere with their ability to function in a structured school classroom and places them at risk for more restrictive placements. The Contractor is required to provide an instructional component to enable students to continue their academic program, and a comprehensive counseling component which provides counseling services for the students and families.*

#### **WORK ACTIVITIES**

##### **1. Referral and Intervention/Transition Planning**

- a. *Program staff will be available to meet with school teams for consultation and information sharing*
- b. *Programs will accept students identified by either of two CASs using the criteria described in section "C. Description of the Target population to be served." Referral of these students shall be at the sole discretion of the CASs, or their designated representatives. The Contractor shall not reject any student referral.*
- c. *For students, placement in the Program should be temporary, term-limited intervention, with the goal of returning the general education learning environment on a regular school campus. Any placement decisions should be supported by a plan to transition the student back to a general education setting as soon as*

- appropriate. Evidence based interventions will be the primary mode of service delivery used to address student specific need.*
- d. Program staff will collaborate with DOE to develop an appropriate transition plan for entry/exit into the program no within ten (10) calendar days of the date placement determination is made. At the same time, base line data will be reviewed and exit criteria determining student transition back to a less restrictive environment will be quantified.*
  - e. All referral materials, including functional behavior assessment and IEP/MP/behavior support plans will be reviewed with all staff expected to be involved in instruction or service provision.*

## **2. Exit Transitions**

- a. Transitions will occur in accordance with the following steps:*
  - 1. Program staff and DOE personnel collaboratively develop a transition plan to support the student's successful return to the home school campus within ten (10) calendar days prior to the transition date and/or, if appropriate, in accordance with the student's IEP/MP.*
  - 2. There will be no exit without an IEP/MP change of placement decision for students in special education/with 504 modification plans*
  - 3. The program will provide all educational information to the home school upon student's return so that all credits can be issued*

## **3. Program Calendar**

- a. The school calendars currently vary by school. Schools may follow a traditional, modified or multi-track year round schedule. For a listing of the current school calendars for the 2004-2005 school year by school refer to the following webpage, and click on the "Calendars 2004-2005" link:  
<http://doe.k12.hi.us/myschool/index.htm>. Refer to the list of schools in D. Geographic Coverage of Service for school names.*
- b. The intensity of the educational program may be sufficient to meet the student's needs without an extension of the school day, however, services must be available to accommodate any student with a need of summer services or extended school day/year programming as required.*
- c. The DOE anticipates all schools (except for multi-track) to be placed on a single school calendar beginning July 2006. The actual calendar has not been determined at this time.*

## **4. Program Schedule**

- a. Students schedules shall be flexible, to include full day, partial day, extended day classes and tutoring services. The Program will*

*be open to students at least six (6) hours per day, five (5) days a week, with extended learning hours for tutoring during the school year according to the student's home school calendar and excluding observed DOE, State and Federal holidays.*

##### **5. Curriculum/Educational Plan**

- a. The Program shall include an educational plan which describes a standards-based, HCPS II written curriculum. The plan must include instructional approach(es) and must align these approaches with classroom learning assessments, the school calendar, Daily/Weekly School Schedule of Courses and Classes, and action plans for Counseling Services and Transitions. Educational components will be broad enough to meet each student's unique educational needs including students with IEP/MP goals/objectives and are aligned with DOE educational philosophy and complement student's educational curriculum*
- b. The Program will provide formative, remedial, or specialized instruction in reading to all students reading below grade level in the educational plan to address deficits in reading fluency and comprehension.*
- c. The CAS reserves the right to require modifications or reject any of the content of the proposed curriculum program and services. In the event the content cannot be established by the mutual agreement of the parties, the CAS may reject any proposal as non-responsive.*

##### **6. Academic Instruction**

- a. Provide Standards-based instruction which meet the student's academic needs in Core content areas of Reading, Mathematics, Science and Social Studies; and other courses required for high school graduation/completion. Instruction must also provide standards-based educational services as directed by the individual education plan (IEP) for all certified special education students and/or an MP for students with 504 modifications.*

##### **7. Student Discipline**

- a. Program shall include student discipline procedures in accordance with Chapter 19 and/or Chapter 56 guidelines. A written or email report of any infractions or occurrences shall be provided to the designated administrator of the student's home school within five (5) business days of the incident using the Incident Report form attached in Section 5 of this RFP.*
- b. The following forms of discipline are prohibited: degrading punishment, corporal or other physical punishment, forced physical exercise solely for the purpose of eliminating behavior rather than for instructive or athletic value, punitive work*

*assignments, group punishment for individual behavior, medication for the purpose of punishment, extended isolation of the student, deprivation of student rights or needs, painful aversive stimuli, use of seclusion or mechanical restraints, use of any locked facilities or the administration of noxious substances*

#### **8. Positive Behavioral Support**

- a. Establish a classroom climate of “positive behavioral support” so that students achieve clearly delineated behavioral goals and objectives.*

#### **9. Program Assessments and Monitoring Student Progress**

- a. Educational services shall be consistent with the Hawaii Content and Performance Standards II relevant to the designated ACCN credit course. Documentation of the number of hours of instruction by course shall be available to the appropriate DOE school upon transition planning to assist in granting of academic credit to and the proper placement of the student*
- b. Program staff will collect daily data. Licensed/certified program staff will provide written progress reports to the designated home school personnel and/or student’s IEP/MP care coordinator*
- c. The program staff will maintain and keep a record of monthly communication with the school and/or district staff regarding the status of each student*
- d. The program staff will schedule and complete quarterly meetings to review student status. Program staff will be responsible to invite DOE personnel such as the student’s IEP care coordinator, SPED and regular education teachers, school administrator, other involved staff, and student’s parent as appropriate to each meeting. Cost accrued for these meetings are included as part of the program*
- e. Program staff will participate in a progress report meeting that may include parents and school representatives. The review will address at least the following: success of interventions, anticipated interventions, additional services, interface with non-program provided interventions, long term view transition planning and other areas as appropriate*
- f. Functional Behavioral Assessment/Behavioral Support Plan will be reviewed at least quarterly*

#### **10. DOE Assessments**

- a. The following assessments will be administered and completed by DOE personnel. The Program shall provide the appropriate accommodations at the Program facilities and in student and Program Staff schedules to allow the assessments to be completed in a timely manner: State-wide assessments within the testing*



*window time frame, for each student in a benchmark year and standardized annual reading comprehension assessments at least 90 days prior to each student's annual IEP/MP due date.*

# **11. Medication and Medical Emergencies**

*a. The Program must be prepared to provide medication management as required by specific students by assisting students taking medications and establishes controls governing proper assistance and storage which include all of the following:*

- 1. locked storage or medication with supervision and access by only those staff trained and authorized;*
- 2. proper labeling, with name of student, dosage, name of medication, and name of prescribing physician;*
- 3. destruction of out-of-date medication and;*
- 4. proper disposal of unused medication, syringes, and medical waste.*

*b. The Program must be prepared to deal effectively with injuries, accidents, and illnesses and other medical and behavioral crises.*

*The Program must include:*

- 1. Procedures for handling such situations that have been developed in consultation with a health professional to protect the served students;*
- 2. Personnel involved in direct care who are trained in basic first aid and retrained every three years;*
- 3. Personnel who receive training in the identification of abuse and neglect and in mandated reporting requirements;*
- 4. Prompt reporting of any serious accident, emergency, or dangerous situation in writing to appropriate authorities;*
- 5. School staff will follow all mandated reporting of instances of suspected abuse;*
- 6. A minimum of one staff member trained and currently certified in cardio-pulmonary resuscitation available at any time students are present;*
- 7. Telephone, first aid supplies and manuals that are readily available;*
- 8. Individual case records which contain the names of family physician, clinic or hospital used in emergencies, and written authorization from the parent/legal guardian for emergency care;*
- 9. Individual student records, including crisis management plans, that are reviewed with all staff that interacts with applicable students and*
- 10. Emergency procedures which provide that either a licensed physician is available on-call during its hours of operation*

*or has formal arrangements for emergency services with a nearby primary health care facility.*

## **12. Other Program Requirements**

- a. *At the request of the DOE, the Program may also be required to:*
  1. *Provide any and all IDEA required related services to students as required in the student's IEP, including but not limited to occupational therapy, physical therapy, and speech. In the event of a missed session of any IDEA required related service, the appropriate home school principal or designee will be notified*
  2. *Provide Interpreter services, if needed for students and their families to ensure appropriate family involvement. The Program is responsible for locating and providing interpreters for families whose limited English proficiency or mode of communication would inhibit their ability to meaningfully participate in the student's education.*
  3. *Participate in internal reviews or service testing or District and/or Complex Quality Assurance meetings*
  4. *Participate in IEP/MP or student specific team meetings*
  5. *Follow due process requirements*
  6. *Provide information to DOE personnel or IEP/MP teams on program services*
  7. *Provide all curriculum and instructional materials and equipment, such as desks, computers and classroom supplies needed to implement the student's Academic coursework/IEP/MP*

## **B. Management Requirements (Minimum and/or mandatory)**

### **1. Personnel**

#### DOE Staff

*At the sole discretion of the LD CASs, two (2) full time Teachers may be assigned to assist with provision of student instruction at the Program Facility. Additional DOE teachers and/or part-time teachers may be assigned to the Contractor's facility as needed to provide instructional support for referred students. Any DOE staff assigned to the Program site shall remain under the direction of the CAS.*

#### Program Educational Staff

*Other than the aforementioned DOE Staff, the Program will hire and supervise its own educational staff, and assumes the responsibility for the quality of work provided by the Program's employees, subcontracted service providers and volunteers..*

*Adequate staff to student ratio is provided at all times to ensure safety for all activities and takes into consideration student characteristics. This is the complete and total responsibility of the Contractor. Staff must be available to ensure student safety should the student arrive to the Program site before Program hours or depart after hours.*

*Program staff shall be qualified multidisciplinary individuals who are available to address all educational, vocational, behavioral and emotional needs of the students as follows:*

- a. Teachers licensed in Regular Education and or Special Education.*
- b. Personnel licensed to provide related services in areas to include (but not limited to) Speech language Pathology services, Occupational Therapists, Physical Therapists, and others*
- c. Paraprofessional Staff who meet any of the following NCLB requirements:*
  - 1. Option 1 - 48 credits*
    - Credits must be 100 level or higher in any subject area.*
    - If earned after June 30, 2003, credits must include 3 credits in Math and 3 credits in English.*
    - Must be earned from a regionally accredited institution.*
    - Agencies must have all transcripts on file.*
  - 2. Option 2 - Associate's Degree*
    - Degree must be earned with 100 level or higher courses.*
    - For employees who earned a degree prior to January 8, 2002, the degree may include less than 100 level courses.*
    - Must be earned from a regionally accredited institution.*
    - Agencies must have all transcripts on file.*
  - 3. Option 3 – DOE compliance*
    - Has met NCLB requirements under DOE guidelines and training.*

#### *Staff Development and Training*

*Contractor shall ensure that Staff are properly trained to provide services that are consistent with a-standards-based educational model and with evidence based interventions for the populations addressed in the proposal.*

#### *Criminal History Record Checks:*

*At this time, the Department is actively seeking legislation that will amend current law to allow the DOE to perform local and national fingerprinting checks of all of its employees, subcontracted providers, and volunteers who work in close proximity to children. It is anticipated that legislation will be enacted and rules implemented by July 2005. Contractor awarded contracts under this RFP will be subject to any statutory or regulatory requirements promulgated for this purpose.*

*Applicants should be prepared to conduct the following record checks: The Contractor shall require criminal history checks on all employees, subcontracted providers, and volunteers as provided under Section 302A-601.5, HRS and HAR 8-7. The DOE shall perform fingerprint and criminal history checks and charge the applicant a reasonable fee for all costs associated for conducting and processing criminal history checks of all applicant's employees, subcontracted providers, and volunteers, including, but not limited to administrative and program staff members who work in close proximity to children as a result of being awarded a contract under this RFP. Contractor shall require all employees, subcontracted providers, and volunteers to complete a copy of DOE Form 90. Fingerprinting checks required under this Section shall be completed before any employee, subcontracted provider, and volunteer of the applicant is assigned to any work site.*

*The Contractor shall maintain a record of the mandatory criminal history checks performed on each of its employees, subcontracted providers, and volunteers in compliance with the above. A local criminal history check is required every three years.*

*Additionally, the Contractor shall maintain and update a list of all new employees, subcontracted providers, and volunteers that document the status and completion dates of the mandatory background checks.*

*The Department reserves the right to monitor the Contractor's compliance with this stipulation on an annual basis, at a minimum, through either an on-site evaluation or a documentation review.*

## **2. Administrative**

*The Applicant must:*

- *Have established procedures to maintain personnel files of the training, supervision, appropriate credentialing, and ongoing monitoring of all employee, subcontracted provider, and volunteer performance*
- *Provide the necessary infrastructure to support the provision of services under this RFP including an organization chart which clearly defines the applicant's lines of authority and organizational functions*
- *Maintain written policies and procedures that will identify the applicant's process for primary source verification of all personnel.*
- *Have policies and procedures that ensure employees, subcontracted providers, and volunteers adhere to all applicable state laws regarding the obtaining and releasing of confidential student information. The agency shall adopt and*

*implement policies and procedures that govern the provision of services in natural settings and documents that it respects students' and/or families' right to privacy when services are provided in these settings. The DOE shall have the right to inspect these policies. Educational records are governed under FERPA. Parental consent for assessment and release of information is covered by the IEP/MP consent for students with IEPs/MPs.*

### **3. Quality assurance and evaluation specifications**

*The Contractor shall have in place an internal quality assurance plan to ensure the delivery of quality educational services including plans for continuous improvement.*

*DOE also requires that the Contractor allow authorized agents of the DOE to monitor and evaluate performance and operations at least annually or upon request of the DOE. All documentation and records must be made available for scheduled and unscheduled review. This may include review to ensure:*

- a. Provision of licensed staff and credentialed staff;*
- b. Provision of a standards-based curriculum, instruction and assessment, that meet ACCN Courses;*
- c. Proper and complete maintenance and documentation of student records including following of the student's IEP/MP;*
- d. Delivery of evidence based educational programming;*
- e. Systematic data collection;*
- f. Provision of educational and any other required services to students placed with the Contractor and*
- g. Provision of a safe and secure Program environment and facilities by performing unannounced inspections of the Program site.*

### **4. Output and performance/outcome measurements**

*The Program shall be evaluated on performance yearly or more frequently if required by the CAS. Measures shall include but are not limited to:*

- a. Satisfaction of the Complex Area Superintendent, and schools Principals/Vice Principals with the services;*
- b. Course Grades for Standards-Based Reporting and IEP quarterly progress reports and tracking of outcome measures reported to the home school two weeks before the end of the quarter;*
- c. Timeliness of services, which includes initiation of services as outlined in this RFP and data collection and reports provided by due dates;*

- d. *Services aligned with DOE educational philosophy and complement student's educational curriculum;*
- e. *Student's academic achievement proficiencies to meet standards and credits for high school graduation requirements;*
- f. *Indicators of student's self-esteem and personal development and*
- g. *Competencies to meet the General Learner Outcomes.*

## **5. Experience**

*Preference shall be given to applicants demonstrating the documented ability to provide an array of specially designed student instruction and related services.*

## **6. Coordination of services**

*The Contractor must be able to coordinate services with DOE, other government agencies and service providers in order to implement all components of services provided to students while transitioning into/out of and during the alternative placement.*

## **7. Reporting requirements for program and fiscal data**

### **Tax clearance**

*The Contractor shall submit the original tax clearance certificate upon the execution of a contract, and with the final invoice.*

### **Liability Insurance**

*The Contractor shall submit a certificate of general liability insurance naming the DOE as additionally insured in the amount of two million dollars (\$2,000,000.00) upon execution of the contract.*

*The Contractor shall maintain, in full force and effect during the life of this contract, liability and property damage insurance to protect the Contractor and his subcontractors (if any) from claims for damages for personal injury, accidental death and property damage which may arise from operations under this contract, whether such operations be by himself or by an subcontractor or anyone directly or indirectly employed by either of them. If any subcontractor is involved in the performance of the contract, the insurance policy or policies shall name the subcontractor as additional insured.*

*As an alternative to the Contractor providing insurance to cover operations performed by a subcontractor and naming the subcontractor as additional insured, Contractor may require subcontractor to provide its own insurance which meets the requirements herein. It is understood that a subcontractor's insurance*

*policy or policies are in addition to the Contractor's own policy or policies.*

### **Invoices**

*Original invoices plus two copies must be submitted within 14 calendar days after the last day of each school quarter to the District address to be specified. All appeals and corrections for reporting/invoice rejections must be resolved within the next 60 calendar days and late claims will not be accepted. Any appeals and corrections for reporting/invoice rejections shall constitute the end of HDOE's requirement to pay within 30 days upon receipt of the original invoice. HDOE's requirement to pay within 30 days starts on the day the corrected invoice is re-submitted and accepted by HDOE.*

*Invoices are to include: date of invoice, date or period of services provided, Contractor's name and address, and total amount due. If a copy is submitted as the original, such invoice must bear an original signature certifying that the invoice is being submitted as the original. Furthermore, ten percent (10%) of each installment payment may be retained by the DOE until final completion and acceptance of all services to be performed under the Agreement to insure full and satisfactory completion of the Agreement.*

### **Required Monthly Reports**

*The following reports are due by the tenth calendar day following the last day of the previous month. Unless otherwise specified, the reports are to be submitted in writing to the CAS.*

- a. Personnel updates reflecting any changes in staffing (i.e., new hires, terminations, changes in credentialing) for the organization's officers and direct service personnel.*
- b. A summary student attendance report that lists the names of each student enrolled and/or referred to the Program in the prior month, student's home school and grade level, dates of entry and exit, and their daily attendance record for the month. The report should also identify the type of referred students according to the following categories:*
  - 1. school referral*
  - 2. serious discipline referral*
  - 3. regular education*
  - 4. special education*
  - 5. 504*

### **Other Required Reports**

*The following reports shall be submitted in writing to the CAS unless otherwise stated:*

- a. Provide an academic progress report for referred students within fourteen (14) Calendar days from the end of each*

*quarter to the CAS and to the students home school. The term of each quarter will be defined by the CAS. A minimum of three (3) standards-based student work samples meeting proficiency, for each of the core content areas of English/Reading and Mathematics, and from various students will be submitted.*

- b. Submit an annual assessment report to include, but not limited to, the number of students serviced by type of referrals and regular or special education service arrangements, and the effectiveness of educational standards of the Agency.*
- c. At the completion of the contract period, submit a final written report summarizing contract performance including a final expense report to the DOE in a format to be prescribed by the CAS.*
- d. The DOE and its authorized agents reserve the right to request additional reports submitted to and as specified by the CAS. These additional reports shall be provided at no additional cost to the DOE.*

## **8. Pricing structure or pricing methodology to be used**

*Pricing structure will be based on a negotiated unit of service rate. In order to determine a price (unit rate) for a unit of service, the applicant shall complete Rate and Cost Proposal Worksheet attached in Section 5 of this RFP.*

*Unit rate submitted shall include all direct and indirect costs associated with administering the Program including but not limited to: attendance at transition, intake/exit, and IEP/MP meetings, break times and consultation with DOE personnel and/or IEP/MP teams about program services, and, if applicable, transportation, should be considered an included cost.*

*DOE reserves the right to exceed the monthly group rate by no more than two students during any given day of the month at no extra cost. Conversely, if the student enrollment should drop below the base rate number of students, DOE will pay the monthly group rate.*

## **9. Units of service and unit rate**

*Units of service shall be per student at a monthly group rate of 28 students per day.*

*Applicants should also identify the maximum number of students that the Program can accommodate on a monthly basis if different from the base of 28 students.*



#### **IV. Facilities**

*The Program shall provide a safe and secure campus that ensures meaningful learning that meets all applicable state and federal accessibility and safety guidelines.*

*Facilities should be convenient to the population that will be served under this agreement. Therefore, preference will be given to Applicants with facilities that are located in the Leeward area.*

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. **See sample table of Contents***
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (for the website address see the Proposal Application Checklist in Section 5, Attachments). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

#### I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program and services being offered.

## II. Experience and Capability

### A. Necessary Skills

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

*The Applicant should include an educational plan which describes a standards-based, Hawaii Content Performance Standards II, or HCPS II written curriculum. The plan must include instructional approach(es) and must align these approaches with classroom learning assessments, the school calendar, Daily/Weekly School Schedule of Courses and Classes, and action plans for Counseling Services and Transitions. Educational components will be broad enough to meet each student's unique educational needs including students with IEP/MP goals/objectives and are aligned with DOE educational philosophy and complement the student's educational curriculum.*

*The Applicant's program shall provide formative, remedial, or specialized instruction in reading to all students reading below grade level in the educational plan to address deficits in reading fluency and comprehension. The Applicant shall also demonstrate competency in the services to be provided, including specific competencies related to the educational implications of social, emotional, and behavioral deficits. The CAS reserves the right to make modifications to the proposed plan to be implemented by the Contractor at time of contract award.*

### B. Experience

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

*Applicants shall include points of contact, addresses, e-mail/phone numbers. The DOE reserves the right to contact references to verify experience.*

### C. Quality Assurance and Evaluation

#### Quality Assurance and Improvement Plan

*The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.*

*The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.*

*Applicants must create and maintain an internal quality assurance and improvement plan (QAIP) to assure the delivery of quality educational services and a plan for program assessment and continuous improvement. This plan should explain how the applicant would ensure outcomes from the services provided. As this is an educationally related service, the primary outcome measure the DOE is accustomed to is an improvement in academic proficiencies, grades, behaviors, and/or scholastic criteria. Applicant responses should seek to detail how work is evaluated and reviewed by*

*supervisors, and to what degree providers are accountable for providing sound interventions in accordance with the requirements set forth in this RFP.*

**Operational Plan**

*The Applicant shall describe the documents and records that will be available for DOE quality review and operational evaluation as listed in Section 2(III)(B)(3).*

*The applicant should describe in detail how it would address operational issues relating to the delivery of the services covered in this RFP. Specifically, the applicant should provide how it will handle new referrals, its policies and procedures for initiating services, including transition procedures, ensuring records and reports are accounted for within timelines, how it monitors and verifies service delivery prior to and after billing claims have been submitted, and will comply with the terms of this RFP or subsequent contract. In addition, the proposal should reflect how the applicant addresses concerns about its service providers, and how it resolves questions of provider conduct or performance.*

*If applicable, the applicant response should detail how the plan reflects past practice, or how it has been modified from the agency's prior method of operation. If the applicant has no prior history servicing this population in Hawaii for the DOE or Department of Health, then it should demonstrate how these policies and procedures would be fully adhered to and provide some measure of verification in the proposal that they will be faithfully implemented if a contract is awarded.*

**D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

*Applicant may also describe the capability to promptly and efficiently coordinate the transition of students into and out of the alternative placement with the student's family, respective school and with the CAS.*

**E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

*Preference will be given to a campus facility in the Leeward area. The Applicant may also explain how it will ensure a safe and secure campus by describing any safety, security and emergency plans and procedures.*

### III. Project Organization and Staffing

#### A. Staffing

##### 1. Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

##### 2. Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the Personnel qualifications in the Service Specifications, as applicable)

*Applicant may also submit resumes or curriculum vitae attached as part of the proposal application. For each service type specified in the scope of services, the applicant should illustrate what it considers the norm for the qualifications and level of education or experience of its providers.*

*The applicant shall also describe criteria used to qualify and evaluate staff for the proposed mandatory background checks, for competence and the ability to deliver the services in conformity with the applicant's own policies and in accordance with the minimum staff requirements of the DOE.*

#### B. Project Organization

##### 1. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

*Each applicant must identify how personnel will be trained to ensure that services provided are consistent with a standards-based educational model and are consistent with evidence based interventions for the populations addressed in the proposal.*

*Applicants may also address procedures to provide direct service staff with information and training on topics not limited to:*

- *HCPS II Standards and the Hawaii State Assessment (HSA)*
- *Standards-Based curriculum instruction, and assessment*
- *IDEA and HAR Chapter 56 requirements, including procedures and eligibility criteria;*

- *Section 504 and HAR Chapter 53 requirements, including procedures and eligibility criteria;*
- *Family Educational Rights and Privacy Act and HAR Chapter 36 requirements;*
- *HAR Chapter 19 procedures and requirements;*
- *State laws regarding child abuse and neglect reporting, reporting criminal behavior and threats regarding suicide and homicide;*
- *Crisis intervention procedures, including suicide precautions;*
- *A review of CSSS;*
- *An understanding of educationally relevant interventions and recommendations;*
- *An understanding of the policies and procedures regarding student confidentiality*

*Documentation of professional development may include the name of the in-service, the name of the instructor, date, place and time of in-service and a summary of knowledge and skills learned. Team meetings and supervisory sessions may not be substituted for professional development.*

*The supervision ratios of supervisors to staff should be identified for each service activity. A description of the training program and opportunities for continuous and professional development, how programs will be enforced and implemented, and what it entails should be provided.*

## **2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

## **IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

***Failure to address all of the work activities in Section 2 and in this section will be deemed as non-responsive and the proposal may be rejected. Failure to meet the minimum specifications and deadlines for each work activity in accordance with this section will be deemed non-responsive and the proposal may be rejected.***

*Anticipated contract services are for approximately twenty eight (28) students per month Applicants should use this information to determine infrastructure needs as well as cost estimates based on the information presented. Reduction in these numbers is not anticipated between the release of this RFP and June 30, 2006.*

*A generic response to how services will be addressed will not be scored highly. This section should contemplate the methodology, program integration, and allow a reviewer to differentiate each service activity from another. The Applicant should clearly detail how the attendant tasks, obligations and reporting will be addressed. Responses should be clear both in their theoretical approach to an educationally based model incorporating a HCPS II standards-based curriculum, instruction, assessment program; and a comprehensive counseling component to ensure development of appropriate social behaviors, as well as how this will translate to actual provision of the program and service(s).*

#### *Referral and Intervention/Transition Planning*

*The Applicant must provide a description of the procedures for transitioning students into and out of the Program. The Applicant should include procedures to develop transition plans for individual students with their respective home schools within ten (10) calendar days after a student is identified to enter the alternative Program and at least ten (10) calendar days prior to exiting the student from the alternative Program and/or according to the IEP/MP.*

*The plans may also include a description of the Applicants plan to:*

- *Provide appropriate transitioning among providers or as contracted services are no longer needed by the DOE to DOE personnel. Transitioning among providers should include discussion of student's strengths and weaknesses, demonstration of instructional strategies that have proven to be effective with the student; discussion of the student's current level of functioning on IEP/MP goals being worked on, and progress on the implementation of the service plan.*
- *Develop and review a written service plan in collaboration with the student, family, and school prior to initiating such services. To this, add additional plans specific to the services to the student which are necessary to provide effective Counseling and/or other SBBH services to address the student's goals and objectives.*
- *Provide timely services according to time and frequency parameters specified by the DOE and not to exceed the time or units authorized.*
- *Maintain appropriate levels of contact with families and school staff.*
- *Demonstrate capability to provide timely scheduling of appointments, processing of documents, and participation in conference meetings.*

#### *Curriculum/Educational Plan*

*The Applicant must identify what program services would be provided, including a written standards curriculum with a description of how the Applicant plans to best*



*address the needs of the targeted populations. The plan must address all provisions listed in the work activities Section 2.*

*The Applicant may shall describe its plans to provide time-limited services based on an evidence-based educational model conducive to success in meeting academic and/or social goals and objectives, including what is in the IEP or Modification Plan and HCPS II.*

*The Applicant should describe its plans to provide services according to the minimum requirements described in the applicable section(s) of the work activities listed in Section 2:*

- *Program Calendar and Schedule*
- *Academic Instruction*
- *Student Discipline*
- *Positive Behavioral Support*
- *Program Assessments and Monitoring Student Progress*
- *DOE Assessments*
- *Medication and Medical Emergencies*
- *Other Program Requirements*

*The Applicant may include a description of program outcome measures it will use to increase a student's academic achievement proficiencies to meet standards and earn high school credits towards graduation requirements; improving a student's self-esteem and personal development; increasing competencies to meet the General Learner Outcomes and achieving adequate yearly progress scores on the Hawaii State Assessment (HSA) in Reading and Mathematics.*

## **V. Financial**

### **A. Pricing Structure**

*Applicant shall submit a cost proposal utilizing the pricing structure designated by the DOE. The "Rate and Cost Proposal Worksheet" attached in Section 5 of this RFP shall be submitted with the Proposal Application.*

All budget forms, instructions and samples are located on the SPO website (see the Proposal Application Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

- **SPO-H-206A Personnel Salaries and Wages**
- **SPO-H-206B Personnel Payroll Taxes, Assessments and Fringe**
- **SPO-H-206E Contractual Services - Administrative**
- **SPO-H-206F Contractual Services - Subcontracts**
- **SPO-H-206H Program Activities**

## **B. Other Financial Related Materials**

### **1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application and may be attached at time the proposal is submitted:

- *A description of how applicant's accounting system is organized to handle the contract and produce financial information and reports if required;*
- *A description of the applicant's billing procedures including, if applicable, the procedures in which subcontractors are paid;*
- *Name of individual responsible for the accounting/billing system and his/her qualifications and position description;*
- *Applicant's most recent program annual report (if available);*
- *Applicant's most recent financial audit (if available);*
- *Description of the internal control structure used in the accounting system; and*
- *If accounting work is subcontracted, please describe.*

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

**Pass or Rejected**

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	20 points
Project Organization and Staffing	15 points
Service Delivery	55 points
Financial	10 Points

##### **TOTAL POSSIBLE POINTS**

**100 Points**

### III. Evaluation Criteria

#### A. Phase 1 - Evaluation of Proposal Requirements

##### 1. Administrative Requirements

- *Proposal Application Checklist*
- *Registration (if not pre-registered with the State Procurement Office)*
- *Rate and Cost Proposal Worksheet*

## 2. Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

### B. Phase 2 - Evaluation of Proposal Application (100 Points)

1. **Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity orient evaluators as to the service(s) being offered.

2. **Experience and Capability (20 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

#### A. Necessary Skills

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed program services.
- Response details the delivery of the proposed program services and specifically defines an educationally standards-based approach with curriculum, instruction and assessment based on HCPS II, and through empirically based academic/behavioral interventions.

**Points  
Possible**

2

3

#### B. Experience

- Applicant provides documented and verifiable evidence on an organizational level of prior results of successful program delivery and services in the delivery of the proposed program services of:  
     One year or less [1 point]  
     More than one and up to 3 years [2 points]  
     More than 3 years [4 points]

4

#### C. Quality Assurance and Evaluation

- Applicant includes a detailed quality assurance and improvement plan for the proposed program and services, including methodology
- Applicant includes a detailed and sustainable operational plan to manage and oversee the delivery of program services

3

3

**D. Coordination of Services**

- *Demonstrated capability to coordinate services with DOE and other government agencies and resources in the community* 1
- *Demonstrated capability to coordinate services with students, their families, the CAS and the student's home school* 1

**E. Facilities**

- *Applicant submits a description that documents the adequacy of facilities relative to the proposed services including ADA compliance and special equipment available* 1
- *Applicant submits safety, security and emergency plans which ensure a safe and secure campus for students* 1
- *Facility is located in the Leeward area* 1

**3. Project Organization and Staffing (15 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- *Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the program and services.* 1
- *Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.* 1
- *Staff delivering program and services to the target population meet No Child Left Behind (NCLB) requirements for highly qualified Teachers, Part-time Teachers, Para-professionals, and Educational Assistants* 4
- *Staff providing services to students with IEP/MP plans meet qualification requirements in their specialized areas* 1
- *If Applicant does not currently have staff employed or subcontracted, the Applicant clearly details a viable plan for obtaining necessary staff* 1
- *Applicant addresses the experience and capacity of its educators/administrators and staff supervisors, and/or those overseeing the delivery of the services and their knowledge or experiences in interventions or in working with this population* 1

- *The Applicant describes a background review process and a screening process for determining competency of providers to deliver interventions in line with the agency's policies and the requirements of this RFP*

---

1

#### **B. Project Organization**

- *Supervision and Training: Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed program services.*
- *The supervision ratios of supervisors to staff are reasonable to ensure proper oversight and that the ratios are reflective of the degree of oversight needed for the respective ability of the individual providers.*
- *The applicant's ability to train its personnel is specifically addressed and the training program, how it will be enforced and implemented, and what it entails should be specifically described*
- *Applicant includes a detailed organization chart both for the "organization-wide" and program organization*

---

1

---

1

---

1

---

1

#### **4. Service Delivery (55 Points)**

*Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application.*

- *Applicant clearly details how the attendant tasks, obligations and reporting will be addressed. Responses are clear both in their theoretical approach to an educationally based model incorporating a HCPS II standards-based curriculum, instruction, assessment program; and a comprehensive counseling component to ensure development of appropriate social behaviors, as well as how this will translate to actual provision of the program and service(s).*
- *Applicant clearly defines the means it will employ to ensuring prompt responses to referral, and a detailed description of the applicant's policies and procedures on how services are referred to their providers*
- *Applicant clearly demonstrates how the referral system will avoid program and service delays and/or keep the DOE apprised of service gaps (if any) for students with IEPs/MPs*

---

12

---

3

---

1

• Response includes a description of provisions for substitutes for staff as needed	<u>1</u>
• Response includes a comprehensive and detailed curriculum and educational plan which includes all requirements stated in this RFP and which meets the approval of the CAS	<u>10</u>
• Response clearly details program outcome measures related to increasing a student's academic achievement proficiencies to meet standards and earn high school credits towards graduation requirements increasing competencies to meet the GLOs and achieving adequate yearly progress scores on the Hawaii State Assessment (HSA) in Reading and Mathematics.	<u>5</u>
• Response includes a description in its plan to improve a student's self-esteem and personal development;	<u>5</u>
• Proposal clearly details how the tasks will be accomplished in a manner that demonstrates quality outcomes for students.	<u>5</u>
• Proposal provides evidence that the program activities conform to best educational practices and are research-based.	<u>5</u>
• Proposal includes a comprehensive and detailed Referral and Intervention/Transition Plan which clearly describes policies and procedures for identifying, addressing and managing transitions	<u>10</u>
• Proposal clearly addresses how the services will be delivered collaboratively with DOE, and focuses on assisting the student's functioning in the educational system.	<u>8</u>

#### **5. Financial (10 Points)**

• Degree of competitiveness of unit cost(s) as comparable to all prospective service providers	<u>2</u>
• Degree to which the cost proposal(s)/budget(s) justifies the proposed cost(s)	<u>4</u>
• Adequacy of accounting system and infrastructure to support electronic/manual billing requirements including a demonstration of the applicant's ability to accurately track cost of related program services by student served	<u>3</u>
• Financial Audit included	<u>1</u>

### **C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.



# **Section 5**

## **Attachments**

- A. Proposal Application Checklist**
- B. Sample Table of Contents**
- C. Incident Notification**
- D. Final Report**
- E. Rate and Cost Proposal Worksheet**
- F. Federal Certifications**

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the Proposal Application. \*SPO-H forms are located on the web at <http://www.spo.hawaii.gov> Click *Procurement of Health and Human Services* and *For Private Providers*.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	<b>X</b>	
Proposal Application Checklist	Section 1, RFP	Attachment A	<b>X</b>	
Table of Contents	Section 5, RFP	Section 5, RFP	<b>X</b>	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	<b>X</b>	
Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	<b>(Required if not Registered)</b>	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	<b>(Required at time of award)</b>	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions is applicable, Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions, Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206B	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206F	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	<b>X</b>	
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<b>Federal Certifications</b>		Section 5, RFP	<b>(Required at time of award)</b>	
Debarment & Suspension		Section 5, RFP	“	
Drug Free Workplace		Section 5, RFP	“	
Lobbying		Section 5, RFP	“	
Program Fraud Civil Remedies Act		Section 5, RFP	“	
Environmental Tobacco Smoke		Section 5, RFP	“	
<b>Program Specific Requirements:</b>				
Rate & Cost Summary Sheet	Section 2, RFP	Section 5, RFP	<b>X</b>	

---

 Authorized Signature

---

 Date

## Proposal Application Table of Contents

<b>I.</b>	<b>Program Overview.....</b>	<b>1</b>
<b>II.</b>	<b>Experience and Capability .....</b>	<b>1</b>
<b>A.</b>	Necessary Skills .....	2
<b>B.</b>	Experience.....	4
<b>C.</b>	Quality Assurance and Evaluation.....	5
<b>D.</b>	Coordination of Services.....	6
<b>E.</b>	Facilities.....	6
<b>III.</b>	<b>Project Organization and Staffing .....</b>	<b>7</b>
<b>A.</b>	Staffing.....	7
1.	Proposed Staffing .....	7
2.	Staff Qualifications .....	9
<b>B.</b>	Project Organization .....	10
1.	Supervision and Training.....	10
2.	Organization Chart (Program & Organization-wide) (See Attachments for Organization Charts)	
<b>IV.</b>	<b>Service Delivery.....</b>	<b>12</b>
<b>V.</b>	<b>Financial.....</b>	<b>20</b>
	See Attachments for Cost Proposal	
<b>VI.</b>	<b>Litigation.....</b>	<b>20</b>
<b>VII.</b>	<b>Attachments</b>	
<b>A.</b>	Cost Proposal	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
	Financial Audit for fiscal year ended June 30, 1994	
<b>C.</b>	Organization Chart	
	Program	
	Organization-wide	
<b>D.</b>	Performance and Output Measurement Tables	
	Table A	
	Table B	
	Table C	
<b>E.</b>	Program Specific Requirements	

## Incident/Sentinel Event Notification For Department of Education Contracted Providers

### Instructions Form ISN 82804ps

#### Purpose of Form:

To be used to notify the appropriate principal, agency and Complex Area Superintendent (CAS) when there are occurrences involving serious physical/psychological harm or risk to a student, provider reports are late or not received, provider has not rendered services/gaps in services, or any incident of noncompliance with Service Activities as specified in the IEP/MP(s).

#### Triggers:

- |                             |   |
|-----------------------------|---|
| *Harm or risk to student(s) | *Missing reports                                    |
| *Late reports               | *Alleged fraud claims/discrepancy in billing claims |
| *Lack of professionalism    | *Questionable use of best practices application     |
| *Ethics questions           | *Key deliverables not rendered                      |
| *System concerns            |   |

#### Routing Procedures:

1. Incident/Sentinel Events require immediate action and notification to the School Principal to minimize harm or risk to the student, in addition to the submittal of written Incident/Sentinel Notification. An appropriate, individualized plan of action shall be discussed, developed, reviewed, revised and implemented to ensure student safety.
2. Agency/School personnel should try to resolve any complaints/issues with the individual provider, school, or agency. Staff should keep formal documentation on all actions/communication.
3. If personnel cannot resolve the complaints/issues, then the Leeward District CAS or Designee should be contacted for assistance. The CAS/Designee should keep formal documentation on all actions/communications, review, analysis, and follow-up. The CAS/Designee is also responsible to send a copy of the Incident/Sentinel Notification form to the State Office SPED Administrator for statewide review and analysis.
4. If contract complaints/issues cannot be resolved, then the CAS/Designee should forward all documentation to the appropriate DOE Procurement Office for formal resolution with the school/provider agency. The Contract Specialist CAS/Designee will work to resolve complaint/issue.

☐ **Sentinel events:** Occurrences involving serious physical/psychological harm or risk thereof \*  
☐ **Provider reports are late or not received**      ☐ **Services not rendered**  
☐ **Non-compliance with Contract/MP/IEP**      ☐ **System concerns: Interagency disagreements; gaps**  
☐ **Other**

**STATE OF HAWAII DEPARTMENT OF EDUCATION  
LEEWARD DISTRICT ALTERNATIVE LEARNING CENTER**

FY \_\_\_\_\_ FINAL REPORT

AGENCY NAME: \_\_\_\_\_

CONTRACT NO: \_\_\_\_\_

**Overview of Delivery of Services:**

- Student population served (ie: age range)
- Student population identification (ie: race, geographic areas)
- How was student referred to agency
- Types of services delivered by the agency
- Average length of stay, duration of treatment

**Unique Qualities of Program:**

- Distinguishing characteristics of program that sets it apart from similar programs administered by other agency providers
- How was agency able to integrate services with schools, agencies, and other contracted providers

**Areas Needing Improvement:**

**Barriers to Providing Services:**

**Quality Management Activities:**

- Describe quality management activities during the FYXX-XX and its compatibility with District
- QAP plans
- The goals for FYXX-XX
- Measurable objectives which include: a) Parent, student and school satisfaction with the services as was delivered, b) Treatment progress and outcome measures related to overall academic achievement and behavioral successes and c) Timeliness of services, including 1) Percentage of assessments completed and submitted within the 60 day timelines as established under IDEA, 2) Percentage of monthly/quarterly treatment and progress summary reports and progress notes submitted during the required timelines as established under the contract terms; and 3) Time from authorization of service to initiation of service.

**Staff Summary and Types of Services Provided:**

- List of employees and subcontractors employed during FY, including credentials and types of service each provided
- List of all new employees (hired after 07/01/XX) and volunteers showing status and completion date of mandatory background checks (as applicable)
- Student to Staff Ratio
- Recruitment efforts and results
- Pay scale in relation to market value
- Retention problems, issues

**Staff Training:**

- List of staff trainings and workshops during FY
- Number of hours employees or subcontractors spent in training

**Evaluation of Staff and Subcontractors:**

- Evaluation schedule, frequency
- Evaluation methodology/criteria
- Personnel involved in the evaluation process

**Future Plan of Action for Next Fiscal Year:**

- Anticipated personnel changes
- Proposed student to staff ratio for upcoming year
- Program improvements
- Accreditation plans
- Submit updated (most recent) agency annual report
- Submit updated (most recent) agency financial audit, if applicable
- Disclose any pending litigation to which they are a party, including disclosure of any judgments, if applicable

## RATE AND COST PROPOSAL WORKSHEET

- ✓ Applicant shall complete worksheet and submit with Proposal using whole dollars only.
- ✓ Column 1 – indicate only those costs requested under this RFP.
- ✓ Column 2 – indicate costs that will be paid by other sources or means of funding.
- ✓ Column 3 – indicate total of Column 1 and 2.
- ✓ Column 4 – indicate organizational wide costs.
- ✓ If item is not applicable, please indicate so in the column 3, Total Program costs.
- ✓ To determine allowable expenses, refer to “Cost Principles on Purchases of Health and Human Services” document available on the SPO website: [http://www2.hawaii.gov/spoh/Forms\\_Instructions/forms\\_instructionsprov.htm](http://www2.hawaii.gov/spoh/Forms_Instructions/forms_instructionsprov.htm).
- ✓ Additional budget forms are required – refer to V. Financial, Section 3. These budget form totals should agree with the totals on this worksheet as noted.

<b>Service/ Expense to support program activities</b>	<b>Column 1 Amount Requested under this RFP</b>	<b>Column 2 Funds from other sources</b>	<b>Column 3 Total Program Costs</b>	<b>Column 4 Organization Wide Costs</b>
Personnel costs:				
<u>Direct Service Personnel</u>	_____	_____	_____	_____
<u>Administrative/Managerial</u>	_____	_____	_____	_____
<u>Total Salaries (SPOH206A)</u>	_____	_____	_____	_____
<u>Fringe, Taxes, etc. (SPOH206B)</u>	_____	_____	_____	_____
<u>Total Personnel</u>	_____	_____	_____	_____
Contractual Services:				
<u>Administrative (SPOH206E)</u>	_____	_____	_____	_____
<u>Contractual (SPOH206F)</u>	_____	_____	_____	_____
<u>Total Contractual</u>	_____	_____	_____	_____
Operating Expenses (please itemize):				
<u>Program Activities (SPOH206H)</u>	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<u>Total Operating Expenses</u>	_____	_____	_____	_____
Profit:				
Other (please specify):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>GRAND TOTAL</b>				
Monthly price based on an average of 28 students: (This price represents Applicant's proposed price for this RFP)				
Maximum capacity if less than 28 students:				

## CERTIFICATIONS

### 1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

### 2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central



point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management  
 Office of Grants Management  
 Office of the Assistant Secretary for Management and Budget  
 Department of Health and Human Services  
 200 Independence Avenue, S.W., Room 517-D  
 Washington, D.C. 20201

### 3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under-

signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

## 5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED